

# TOWN OF WOODSTOCK BUILDING PERMIT APPLICATION

DATE \_\_\_\_\_

PERMIT # \_\_\_\_\_

Name & Address of Property Owner: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email \_\_\_\_\_

## LOCATION OF PROPERTY

Tax Map # \_\_\_\_\_ Lot # \_\_\_\_\_

Street/Highway \_\_\_\_\_

## PERMIT IS REQUESTED TO

Build New \_\_\_\_\_

Change Use \_\_\_\_\_

Relocate \_\_\_\_\_

Demolish \_\_\_\_\_

Make Addition to \_\_\_\_\_

Other (specify) \_\_\_\_\_

## PROPOSED CONSTRUCTION TO BE USED FOR

Residence \_\_\_\_\_

Single Family \_\_\_\_\_

Multiple Family \_\_\_\_\_

# Of Units \_\_\_\_\_

Other (specify) \_\_\_\_\_

Commercial Building \_\_\_\_\_

Garage \_\_\_\_\_

Accessory Building \_\_\_\_\_

Factory \_\_\_\_\_

## APPROXIMATE DIMENSIONS OF LOT

Road Frontage \_\_\_\_\_

Depth \_\_\_\_\_

Other (specify) \_\_\_\_\_

## PUBLIC UTILITIES COMMISSION (PUC)

Required if there is any heat in structure. **Must have** in order to get a building permit.

Do you intend to have any heat in structure?

Yes \_\_\_\_\_

No \_\_\_\_\_

**IF THIS BUILDING IS THE 2<sup>ND</sup> BUILDING ON THIS LOT, DO YOU ANTICIPATE APPLYING FOR A SUBDIVISION WITHIN THE NEXT FIVE (5) YEARS?**

Yes \_\_\_\_\_

No \_\_\_\_\_

**DO YOU COMPLY WITH OUR SHORELINE PROTECTION ACT?**

Yes \_\_\_\_\_

No \_\_\_\_\_

Verified by Building Inspector  
(initials)

**If you answered YES to this question, please attached NHDES approved Shoreland Impact Permit. The Shoreland Water Quality Protection Act (SWQPA) establishes minimum standards for the subdivision, use and development of shorelands adjacent to the state's public waterbodies within 250 feet of the shoreline, referred to as the Protected Shoreland. NH Shoreland Permit Application can be found at: <https://onlineforms.nh.gov/app/#/formversion/282248b1-10d0-4046-9d49-e85d148c09a3>**

**IS THIS PROPERTY LOCATED IN THE FLOOD PLAIN?**

Yes \_\_\_\_\_

No \_\_\_\_\_

Verified By Building Inspector  
(initials)

**If you answered yes to this question, please complete the attached Town of Woodstock's Floodplain Application and attach a certified engineer's review that confirms that the plans comply with all State and Federal Floodplain Regulations.**

**IS THIS PROPERTY IN CURRENT USE?**

Yes \_\_\_\_\_

No \_\_\_\_\_

**\*SEWER**

Town Sewer Available	_____
No Change in Capacity	_____
Need Additional Capacity	_____
New Sewer Hookup Required	_____
Town Sewer Permit #	_____
NHWSPCC Sewer Permit #	_____
Not Applicable	_____

**For new sewer hookup or additional sewer capacity, sewer connection fees must be paid before building permit is issued.**

**\*WATER**

Town Water Available	_____
No Change in Capacity	_____
Need Additional Capacity	_____
New Water Hookup Required	_____
Not Applicable	_____

**For new water hookup or additional water capacity, water connection fees must be paid before building permit is issued.**

**\*DRIVEWAY EXISTING TO PROPERTY**

Yes \_\_\_\_\_

No \_\_\_\_\_

Town Driveway Permit # \_\_\_\_\_

State of NH Driveway Permit # \_\_\_\_\_

**(attach approved NHDOT permit)**

**Town sewer permits, water permits and driveway permits must be approved by selectmen or proper department prior to issuance of a building permit.**

**PLANNING BOARD APPROVAL**

Is Planning Board Approval Required? \_\_\_\_\_

Yes \_\_\_\_\_

No \_\_\_\_\_

Have Plans been submitted to Planning Board? \_\_\_\_\_

Yes \_\_\_\_\_

No \_\_\_\_\_

Was Land Subdivided after 10/16/78? \_\_\_\_\_

Yes \_\_\_\_\_

No \_\_\_\_\_

Date of final subdivision approval from the Woodstock Planning Board \_\_\_\_\_

Approximate Starting Date \_\_\_\_\_

Completion Date \_\_\_\_\_

**CONSTRUCTION**

By \_\_\_\_\_

Building is to be \_\_\_\_\_ Ft. Wide \_\_\_\_\_ Ft. Long \_\_\_\_\_ Ft. High

Setback from Street \_\_\_\_\_

Setback from Abutting Property \_\_\_\_\_

**ELECTRICAL**

By \_\_\_\_\_

**PLUMBING**

By \_\_\_\_\_

**MECHANICAL EQUIPMENT AND SYSTEMS**

By \_\_\_\_\_

**A diagram of the proposed construction is required to be submitted with the application and must include:**

**A. Lot Diagram**

**B. Proposed location of changes or additions**

**C. Notation of setback measurements**

**Diagram may be hand drawn. All submitted plans must remain the property of the Town of Woodstock.**

## ESTIMATED VALUE

**Estimated value** (actual value after project is complete) of addition or construction changes \$ \_\_\_\_\_  
(must have)

**Building Permit Fee of \$50.00 must be attached. If fee is not required, it will be refunded.**

### For all Multi-Unit Dwellings

\*NO OCCUPANCY SHALL BE ALLOWED UNTIL INSPECTED AND APPROVED BY THE FIRE MARSHALL

\*NO OCCUPANCY SHALL BE ALLOWED UNTIL INSPECTED AND APPROVED BY THE WATER DEPARTMENT FOR PROPER WATER METER FUNCTION

I/WE THE UNDERSIGNED, SUBMIT THE ABOVE INFORMATION AND IF ANY CHANGES OCCUR DURING CONSTRUCTION, I WILL ADVISE THE TOWN OF SUCH CHANGES. I UNDERSTAND THAT THIS PERMIT MAY BE SUSPENDED UNTIL PROPER NOTIFICATION HAS BEEN MADE AND APPROVAL HAS BEEN GRANTED FOR SUCH CHANGES.

THE CONSTRUCTION AUTHORIZED BY THIS BUILDING PERMIT MAY REQUIRE APPROVALS FROM OTHER AGENCIES OR ENTITIES. THE ISSUANCE OF THE PERMIT DOES NOT, AND CANNOT, LIMIT IN ANY MANNER THE NECESSITY FOR SUCH OTHER APPROVALS. THE PERMITTEE IS HEREBY ADVISED OF HIS/HER RESPONSIBILITY TO OBTAIN ANY AND ALL OTHER SUCH APPROVALS.

### **SIGNATURES WILL BE REQUIRED FROM ALL OWNER ON RECORD.**

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF OWNER \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Building Inspector

\_\_\_\_\_  
Date of Issuance

\_\_\_\_\_  
Date of Expiration

COMMENTS:

# FLOODPLAIN DEVELOPMENT PERMIT APPLICATION FOR WOODSTOCK, NH

*A Floodplain Development Permit is required for any development proposed in a Special Flood Hazard Area (SFHA) shown on the effective Flood Insurance Rate Map for Woodstock, NH. The term "development" includes new or improved structures, placement of fill, excavation, storage of materials, and other activities defined in the Town of Woodstock Floodplain Management Ordinance. All development that occurs in the SFHA must be in compliance with this ordinance to protect lives and property from future flood damages.*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

The primary contact person is the ☐ Property Owner ☐ Contractor [Check one].

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## SECTION 1: SITE LOCATION

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Tax Map No.

\_\_\_\_\_  
Lot No.

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## SECTION 2: OTHER PERMITS

The Applicant must obtain all other necessary Federal, State or local permits before a floodplain development permit can be issued. Are other permits required from State or Federal Jurisdictions for this project? ☐ Yes ☐ No

If yes, please indicate which apply and **attach copies of the permits**:

- ☐ NHDES Shoreland Permit
- ☐ NHDES Wetlands Permit
- ☐ NHDES Subsurface Systems Permit
- ☐ NHDES Alteration of Terrain
- ☐ NH/USACE General Permit
- ☐ USACE/Section 9&10 of Rivers and Harbors Act
- ☐ Section 404 of Clean Water Act
- ☐ Other: \_\_\_\_\_



### SECTION 3: TYPE OF PROPOSED DEVELOPMENT

Check all that apply:

#### Structures

##### a. Type of Structure

- ☐ 1. Residential Structure
- ☐ 2. Non-Residential Structure
  - ☐ To be elevated ☐ To be floodproofed
- ☐ 3. Manufactured Home

- ☐ 4. Accessory Structure

##### b. Type of Development Activity for Structure

- ☐ 1. New Construction
- ☐ 2. Addition to Existing Structure
- ☐ 3. Renovation/Repair/Maintenance of Existing Structure
- ☐ 4. Other: \_\_\_\_\_
- ☐ 7. Drilling

#### Other Development Activities

- ☐ 1. Functionally Dependent Use:
  - ☐ 1a. Dock
  - ☐ 1b. Pier
  - ☐ 1c. Other: \_\_\_\_\_
- ☐ 2. Paving
- ☐ 3. Filling
- ☐ 4. Grading
- ☐ 5. Dredging
- ☐ 6. Excavation

- ☐ 8. Mining
- ☐ 9. Bridge or Culvert Construction/Alteration
- ☐ 10. Road Construction/Alteration
- ☐ 11. Fence or Wall Construction
- ☐ 12. Watercourse Alteration
- ☐ 13. Storage of Equipment or Materials
- ☐ 14. Sewage Disposal System
- ☐ 15. Water Supply System
- ☐ 16. Other: \_\_\_\_\_

#### General Description of Proposed Development:

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### SECTION 4: DOCUMENTATION THAT MUST BE INCLUDED WITH THIS APPLICATION

The following documentation must be included with this permit application (as applicable):

- ☐ For any additions or renovations, repairs, or maintenance to an existing residential or non-residential structure or a manufactured home, a completed *Application for Substantial Improvement/Substantial Damage Determination*;
- ☐ Copies of all required Federal and State permits as indicated in Section 2 above;
- ☐ A site plan showing:
  - 1. property boundary and lot dimensions;
  - 2. location of all proposed development on the site as indicated in Section 3 above;
  - 3. nearby roads and water bodies;
  - 4. flood zone and floodway boundaries from the community's Flood Insurance Rate Map (FIRM);
  - 5. if applicable, the Base Flood Elevation (BFE) that applies to the site from the FIRM and Flood Insurance Study (FIS) report with vertical datum indicated. The BFE to the 10th of a foot should be provided when available (e.g., 149.3 feet);
  - 6. For proposed new or modified structures in an AE flood zone: the proposed elevation of the top of the lowest floor of structure with vertical datum indicated
  - 7. For proposed new or modified structures in a VE flood zone: the proposed elevation of the bottom of the lowest horizontal structural member of the lowest floor (excluding pilings and columns) with vertical datum indicated;
  - 8. For proposed new or modified structures in an AO flood zone: the elevation of the highest adjacent grade of the building site with vertical datum indicated.
- ☐ **For a proposed development in a Regulatory Floodway:** The Applicant must submit certification prepared by a Professional Engineer, along with supporting technical data and analyses, that shows the development will not cause any (0.0 feet) increase in

the BFE **OR** obtain and provide a FEMA [Conditional Letter of Map Revision](#) (CLOMR) evaluating the project. In the latter case, a FEMA [Letter of Map Revision](#) (LOMR) must also be provided following completion of the project. CLOMR and LOMR submittal requirements and [fees](#) are the responsibility of the Applicant.

- ☐ **For a proposed development in an AE flood zone for a watercourse that has BFEs shown on the FIRM but no regulatory floodway:** The Applicant must submit certification prepared by a Professional Engineer, along with supporting technical data and analyses, that shows the development, when combined with all other existing and anticipated development, will not increase the BFE more than 1.0 foot at any point within the community.
- ☐ **For a proposed watercourse alteration:** the Applicant must submit:
  1. a detailed description of the project;
  2. copies of all required notifications as documented in the Floodplain Management Ordinance;
  3. certification provided by a registered professional engineer, assuring that the flood carrying capacity of the altered watercourse can and will be maintained.
- ☐ **For a proposed development that is located in Zone A (no BFEs) and is either greater than 50 lots or greater than 5 acres:** The Applicant must develop a BFE for the area, and provide data such as hydraulic and hydrologic analyses that were used to develop the BFE.
- ☐ **For existing buildings determined to be Substantially Improved or Substantially Damaged:** A completed and certified [Elevation Certificate form](#) that includes the elevation of the current lowest floor of the existing structure.
- ☐ **The proposed development requires documentation to be submitted following completion of development.** The Applicant must complete and sign the *Agreement to Submit Post-Construction Floodplain Development Documentation* form.

**The Board of Selectmen reserves the right to require additional documentation not listed above, as needed, to process the permit application and ensure compliance with the Woodstock Floodplain Management Ordinance.**

**The Applicant understands and agrees that:**

- No work may begin until a completed permit application is approved and a Floodplain Development Permit issued;
- It is both the owners and owners' representatives' responsibility to comply with all local, state and federal regulations, codes, and ordinances.
- If issued, a permit may be revoked and a stop work order issued if any false information is found to have been provided in this application and supporting documents;
- Construction plans submitted to and approved by the Town of Woodstock in support of an issued permit must be followed and adhered to. Any deviance there from may also be the basis for a notice of violation, stop work order, and revocation of a permit and/or assessment of a penalty by the Town of Woodstock;
- If a permit is revoked, all work shall cease until the permit is reissued or a new permit is issued;
- The Applicant hereby gives consent to the Board of Selectmen to enter and inspect activity covered under the provisions of the Floodplain Management Ordinance;
- If issued, the permit will expire if no work is commenced within 180 days of issuance.

I hereby certify that all the statements in, and in the attachments to, this application are a true description of the existing property and the proposed development project.

**Property Owner/Authorized Agent:** \_\_\_\_\_  
Signature Date

(This section to be completed by Community)

Name of Flooding Source: \_\_\_\_\_ FIRM Panel No. / Effective Date: \_\_\_\_\_

**Flood Zone Determination of Proposed Development (check all that apply):**

☐ AE Zone (Includes A1-30) ☐ A Zone ☐ AO Zone ☐ VE Zone ☐ X Zone (Floodplain Development Permit not required)

**Floodway Determination of Proposed Development:**

Site located in floodway? ☐ Yes ☐ No ☐ Not Applicable

Development site located in FEMA AE zone for river or stream with BFEs but no floodway established? ☐ Yes ☐ No ☐ Not Applicable

**Base Flood Elevation Determination of Proposed Development:**

BFE at the development site (rounded to 10th of a foot, e.g. 100.2, if applicable): \_\_\_\_\_ Vertical datum: ☐ NAVD88 ☐ NGVD29

Basis of Zone AE (includes A1-30) and VE determination (if applicable): ☐ FIS ☐ FIRM

Basis of Zone A BFE determination (if applicable):

☐ From a Federal Agency: ☐ USGS ☐ USDA/NRCS ☐ USACE ☐ Other \_\_\_\_\_

☐ From a State Agency: ☐ NHDOT ☐ Other: \_\_\_\_\_

☐ Established by Professional Land Surveyor or Engineer

☐ Two feet above Highest Adjacent Grade to structure: Highest Adjacent Grade Elevation: \_\_\_\_\_ + 2 ft. \_\_\_\_\_ = BFE of \_\_\_\_\_

☐ Other: \_\_\_\_\_

Basis of Zone AO BFE determination (if applicable): Highest Adjacent Grade Elevation: \_\_\_\_\_ + Zone AO Depth \_\_\_\_\_ = BFE of \_\_\_\_\_

**Substantial Improvement/Damage Determination (if applicable):**

Based on the review of the Application for Substantial Improvement/Damage Determination form and accompanying documentation, the proposed development has been determined to be:

☐ Substantial Improvement/Damage ☐ Not a Substantial Improvement/Damage

**For New Construction or Substantial Improvement of any structure:**

**New Construction:** Proposed lowest floor elevation of structure: \_\_\_\_\_

**Substantial Improvements:** Lowest floor elevation of existing structure: \_\_\_\_\_

Vertical datum that applies for elevation: ☐ NAVD88 ☐ NGVD29

**For New Construction or Substantial Improvement of a non-residential structure:**

Building will be: ☐ Elevated ☐ Floodproofed

Section Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Completed Date: \_\_\_\_\_

Permit Application is: ☐ Approved ☐ Denied Comments: \_\_\_\_\_

Permit #: \_\_\_\_\_ Issued by: \_\_\_\_\_ Date: \_\_\_\_\_



